

## **UTILITY WORKER ASSISTANT**

### **DEFINITION:**

Under general supervision, performs a variety of labor work in the maintenance of water supply and wastewater collection system facilities and appurtenances; performs related work as required.

### **CLASS CHARACTERISTICS:**

Utility Worker Assistant assists all classes in the utility maintenance series. This class requires individuals with an aptitude for varied mechanical maintenance work, good physical condition and a willingness to learn, and allows them the opportunity to obtain skills in a variety of maintenance areas.

### **IMPORTANT AND ESSENTIAL JOB FUNCTIONS:**

1. Assist work crews on general maintenance of water distribution and sewer systems.
2. Make minor repairs and adjustments to tools and equipment used.
3. Answer inquiries from citizens regarding work performed.
4. Maintain accurate records of work performed.
5. Assist other maintenance crews in emergency situations.

### **MARGINAL/PERIPHERAL JOB FUNCTIONS:**

1. Perform related work as required.

### **QUALIFICATIONS:**

#### **Knowledge of:**

1. Use and care of common hand tools.
2. Safety practices pertaining to the work.
3. Basic shop arithmetic.

## **Utility Worker Assistant**

### **Knowledge of (continued):**

4. Basic mechanical maintenance practices and methods.

### **Skill in:**

1. Following oral and written instructions.
2. Establishing and maintaining effective working relationships with those contacted in the course of work.
3. Dealing tactfully and effectively with the public.

### **JOB REQUIREMENTS:**

1. The completion of high school or the equivalent.
2. Willingness and ability to work extended hours as required and to respond from home to the Public Works Corporation Yard within 30 minutes.
3. Willingness and ability to respond to emergencies on a 24-hour stand-by basis.
4. Effective 10/1/95 all newly hired Maintenance and Utility Workers must reside within a 30 minute response time to the Public Works Corporation Yard. New employees hired after 10/1/95 will be given 6 months from date of hire to comply with this requirement. Employees hired prior to 10/1/95 must reside within a 30 minute response proximity when on stand-by.

### **OTHER QUALIFICATIONS:**

1. Possession of a California Class A or Class B driver's license in compliance with adopted City driving standards strongly desired.

### **MACHINES/TOOLS/EQUIPMENT UTILIZED**

1. Various hand and power tools
2. Digging and cutting tools
3. Portable generator
4. Reports, forms, pencils, and pens
5. Automobile
6. Two-way radio

### **PHYSICAL DEMANDS:**

## Utility Worker Assistant

1. Walking
2. Driving
3. Mobility
4. Speaking/hearing
5. Seeing
6. Sitting/standing
7. Climbing
8. Lifting between 50 and 75 lbs.

## ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

### Office Conditions:

1. Indoors: normal office conditions, 1% of the time  
Travel: varying conditions, 99% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

### Field Conditions:

1. Outdoors: varying outdoor weather conditions
2. Noise level: low to high equipment noises
3. Flooring: grass, gravel, rock, dirt, and wet surfaces
4. Hazards: working in areas that are in various stages of development and construction